



Cambridge University Bowmen **Data Protection and Privacy Policy**

This statement explains how Cambridge University Bowmen (CUB, ‘the club’, ‘we’, ‘our’) collects, processes and uses any personal information of our members and alumni. When changes are made to this statement, the updated version will be posted on our website at cubowmen.com/key_documents, and all members will be notified by email. Data protection is the responsibility of the club secretary, who can be contacted at cub-secretary@srcf.ucam.org.

How we use your personal information

We collect and process your personal information for a number of purposes:

- Your gender, date of birth, and Cambridge College/personal address are collected as this information is required by Archery GB, our National Governing Body (please see the following section ‘How we share your personal information’). This information is not used by CUB for any other purpose, and is retained only so long as you remain an active member of the club.
- A valid email address must be provided so that we may keep you informed of club events such as shooting times, competitions, and social activities. We will retain your contact information for as long as you wish to be contacted by the club, both as per contract as a current member, and in your future capacity as an alumnus.
- You may optionally provide us with a phone number, which may be used to contact you only in situations where it is deemed appropriate (i.e. if you are late arriving to a competition). This information will be held only so long as you remain an active member of the club.
- With your consent, we may collect information about any relevant medical or health issues which may impact your participation in our sport. In addition, we are required by Cambridge Sport to collect emergency contact details, which are to be used only in the event of a medical emergency. This information used to ensure the club and our coaches can provide a safe and appropriate training environment for all of our members. This information is retained only so long as you remain an active member of the club.
- You will be included in the club’s social media presence only if you provide consent. This consent will be retained only so long as you remain an active member of the club, and may be withdrawn at any time.

How we store your personal information

Your data will be stored electronically using Google cloud services. Any documents containing personal information will only be accessible by approved, password-secured accounts owned by the club. The passwords of these club accounts are changed following each committee turnover to prevent access by the previous year’s committee. Personal information is handled only by those members of the committee for whom it is deemed necessary. Paper copies of your membership forms will be securely held by the club secretary for one year only, at which point they will be destroyed.



How we share your personal information

- CUB will share some of your personal information with the University of Cambridge only where there is a specific need to do so, including for registration as a University Sports Club, and to provide your blues and sporting records for your university records.
- We are legally required to share some of your personal data with Archery GB, the National Governing Body for archery. The information shared includes name, email, gender, date of birth, and address (normally supplied as your Cambridge College address).
- We may additionally share your name with our regional governing bodies, Cambridgeshire Archery Association and Southern Counties Archery Society.
- You may opt in to receiving membership benefits from Archery GB, including access to their magazine, email newsletter, and marketing from associated third-parties. CUB will pass on this consent on your behalf.
- We will ask for your consent before passing on your personal information to any competition organisers.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the University or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

Your rights

You have the right to access any personal information we hold about you. You also have the right to ask us to correct any inaccurate information, or to delete any information we hold. You may otherwise ask that we restrict our processing, or object to any manner in which we process your data or communicate with you.

If you have any questions or concerns regarding how your personal information is used, please contact us at cub-secretary@srcf.ucam.org.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

Updates

Liam Pattinson, CUB Secretary, September 27th 2018